

Some Common Manuscript Problems

1 Front Matter

Formatting on front material is very detailed. Make sure that formatting matches examples (especially red-bordered pages). Make sure that pages are numbered correctly with lower case Roman numeral pagination. A sample of completed front material is available for:

Thesis Example: http://www.unm.edu/grad/eforms/thesis_front_matter_temp.doc

Dissertation Example: http://www.unm.edu/grad/manuscripts/example/front_matter.doc

2. Margins

Margins for the entire manuscript must be: left -1.5 inches; top, right, bottom – 1 inch Exceptions: Top, right and bottom margins may vary in the Appendix pages, but the left margin must be 1.5 inches throughout the ENTIRE manuscript (including Front Matter, References, Appendices). Page numbers in the Appendices must also appear consistently as in the rest of the body of the research that uses Arabic pagination.

3. Landscape-oriented figures and tables

Margin requirements must be met, and page numbers must be placed consistently as in the rest of the manuscript.

4 Table of Contents/Headings & Subheadings within manuscripts.

Your Table of Contents will be checked against the body of your manuscript.

- a) Page numbers must be correct and match the Arabic pagination in the body of the research
- b) All headings/sub-headings that appear at the same level should have the same appearance in the body of the manuscript and be distinguished from other heading-levels by appearance or numbering.
- c) All headings and subheadings (as many levels as you include in the Table of Contents) should appear in the Table of Contents. Please incorporate dot leaders for each line of the headings or subheadings in the Table of Contents.
- d) The major section headings (usually Chapter headings) should each begin on a new page and must have Arabic pagination.

5. Forms

ALL the appropriate completed forms must accompany your manuscript or it will not be accepted.

Please Note: The problems listed above are among the most common, but manuscripts can be returned for other problems as well.

All formatting guidelines are available on the web site:
www.unm.edu/grad/manuscripts/manuscripts